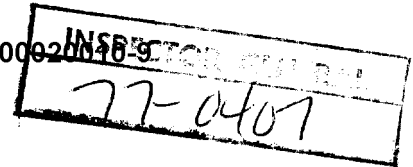


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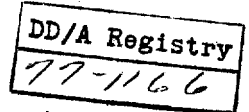
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2 MAR 1977

DDA Registry

File 04112-1



MEMORANDUM FOR: Acting Director of Central Intelligence

FROM : John H. Waller
Inspector General

SUBJECT : Follow-up to Recommendation No. 12 of IG Survey of Directorate of Administration

REFERENCE : 29 January 1977 memo from ADCI, Subject: Survey of Directorate of Administration: Recommendations of the Inspector General

1. Paragraph 11 of referent memorandum requested that the Inspector General reexamine the recommendation that the Office of Logistics and also Office of Finance establish a quicker system of invoice processing and payment to contractors and advise the ADCI.

2. Our reexamination confirms that the Offices of Finance and Logistics have established a quick pay procedure to assist in accelerating the processing of vouchers paid to vendors. These Offices are working also on a program of automation which would assist in the processing of invoices. It will take some time before full automation can be implemented. Another step is the planned acquisition of a Xerox telecopier by which the Office of Finance can obtain copies of supporting documents from the Office of Logistics which support vendor billings. This is especially important where price discounts are involved. This machine would eliminate the need for mailing many of the invoices requiring fast processing and payment.

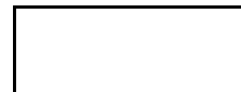
3. I recognize that every effort is being made by the DDA to improve the invoice processing and payment system and is satisfied that the recommendation in our survey is being appropriately implemented.

(signed)
John H. Waller

John H. Waller

Attachment
Reference memorandum

cc: DDA wo/att



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29 January 1977

MEMORANDUM FOR: Deputy Director for Administration
General Counsel
Inspector General
Comptroller
Assistant to the Director

SUBJECT: Survey of Directorate of Administration:
Recommendations of the Inspector General

1. The recommendations contained in the IG's December 1976 report on his survey of the Directorate of Administration are approved as indicated herein. The action designated for each recommendation should be completed by the responsible official or officials within 90 days or as otherwise indicated.

2. Recommendation 1: That the DA identify types of common and routine requests for assistance from all other agencies which may be approved by designated subordinate levels within the Directorate and request that OGC concur in this action.

Recommendation 9: That approving authority be delegated by DDA to subordinate levels in cases of routine administrative contacts with other government agencies.

The Office of General Counsel is currently reviewing its memorandum to the IG dated 27 July 1976 which stated that the Director had assured the Chairman of the Intelligence Oversight Board (24 April 1976) that OGC "will review each and every proposed request for Agency assistance to other government components

25X1A [redacted]." This apparently has been the policy which we have been following since that time. I have been informally advised that at the conclusion of this review the Office of General Counsel will likely rule that only those requests covered by Paragraph (3) of [redacted] should be forwarded to the General Counsel for review. If that ruling is made, the DDA should identify all types of requests for assistance from other agencies which are within the categories in Paragraph (1) of Annex E, 25X1A [redacted] and/or for which there is precedent as to legality and propriety. The DDA should ask the General Counsel to concur in the designation

of these types of requests as proper and in the delegation of authority to responsible officers with the Directorate of Administration to act on the same.

- 25X1A 3. Recommendation 2: That relief from the present moratorium on the use of media personnel, based on [] be obtained from the DCI to allow use of media guest speakers in Agency training courses.

Recommendation 8: That the DDA obtain relief from [] to allow use of media personnel as guest speakers in training courses.

25X1A

25X1A Approved. The Agency policy against paid or contractual relationships with members of the U.S. media was not meant to preclude the use of such personnel as guest speakers (paid or otherwise) in Agency training courses. If the General Counsel believes that an amendment of [] is necessary in light of this clarification of Agency policy, the DDA should draft the amendment and submit it for approval.

4. Recommendation 3: That the DDA take steps to purge the Records Center of files which should not be there (e.g., the "indefinite" files) and reinstate tight controls on future storage.

Approved. It is noted that the DDA had previously made substantial progress toward this end. The DDA should report on when the process will be completed.

5. Recommendation 4: That the DDA conduct a study to evaluate the vital Records Program and to determine what steps should be taken to revitalize it and to ensure that the program and records conform to the anticipated needs of the Agency. This study should consider recommendations that have been made concerning the Agency's emergency and relocation plans.

Approved.

6. Recommendation 5: That the DDA clearly assign to one unit the responsibility for the Directorate classification/declassification program.

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Approved. The DDA should report any factors which would preclude assignment within six months of the classification aspect of the program to ISAS.

7. Recommendation 6: That the DDA review resource requirements for accelerating the effort to establish a computer program, the data base of which will contain all formerly classified information now in the public domain.

Approved. The DDA should provide a report within 60 days.

8. Recommendation 7: More rapid progress should be made in updating HR's [] with special emphasis added to making certain that various management decisions, public declaration[s] by the Director and legal rulings made by the OGC or, in some cases, the Attorney General, find themselves incorporated in the new regulations. Concurrent with the update is the purging of obsolete regulations.

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This recommendation and the DDA's comments should be considered by the General Counsel's Regulations Task Force and a report thereon should be included in the Task Force report to the EAG.

9. Recommendation 10: That the Office of Logistics obtain from OGC a legal opinion as to whether the DCI's responsibilities for protecting sources and methods covers the disposition of obsolete but sensitive materials.

Approved.

10. Recommendation 11: That approving authority be delegated by DDA to subordinate levels in cases of routine exchanges of technical information with other government agencies.

The DDA and General Counsel should review with the IG the facts and circumstances which led to this recommendation. If the routine exchanges in this recommendation are covered by [] the action directed in paragraph 2 applies.

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11. Recommendation 12: That OL and OF establish a quicker system of invoice processing and payment to contractors.

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The IG should reexamine this recommendation in light of the changes already made by the DDA and report his findings within 30 days.

12. Recommendation 13: That the DDA address the issue of establishing written standards on waiving OF contract audits of small dollar procurement contracts.

The IG should review the DDA's proposed action and provide a report within 60 days.

13. Recommendation 14: That the DDA make a thorough review to determine if the Agency should have its own industrial hygienist.

If it is the opinion of the General Counsel that the Occupational Safety and Health Act does not require the Agency to have an industrial hygienist, this recommendation is disapproved.

14. Recommendation 15: That an in-depth study be undertaken to determine the need for a central control point to monitor both ADP growth and ADP policy and to evaluate proposed and revalidate existing ADP systems. This study should also address the role ODP is assigned by

25X1A

This problem is currently under review by the EAG and will be resolved through that mechanism.

15. The Inspector General shall monitor the implementation of these recommendations.

25X1A

E. H. Knoche

Acting Director of Central Intelligence

cc: Comptroller

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